

CITY OF CINCINNATI

SAFE AND CLEAN

NEIGHBORHOOD FUND

GRANT APPLICATION

Submit Completed Grant Applications to:
Keep Cincinnati Beautiful
801 Plum Street
Room 16
Cincinnati OH 45202

Questions:
(513) 352-4388
www.cincinnati-oh.gov
Robin.Henderson@cincinnati-oh.gov

Guidelines, Grantmaking Process and Administration

The Safe and Clean Neighborhood Fund

The intent of City Council in establishing the Safe and Clean Neighborhood Fund is to support and encourage community-based and community-initiated efforts to improve neighborhood safety, eliminate blight and increase neighborhood livability through neighborhood-level problem solving approaches and projects.

Initially, the City will invest up to \$50,000 per year. The Safe and Clean Neighborhood Fund will aim to benefit as many communities as possible, by providing grants to support neighborhood and community projects that enhance the safety and quality of life in the community. The neighborhood or community must match the grant request with contributions of volunteer labor, donated materials and professional services, or cash.

Goals of the Safe and Clean Neighborhood Fund

There are three goals for the Safe and Clean Neighborhood Fund:

- Provide financial support for one-time costs (not on-going operating expenses) for neighborhood-led initiatives to improve quality of life within the City's neighborhoods
- Support and encourage community-based and community-initiated projects
- Improve safety, eliminate blight, and improve livability in the City's neighborhoods

Number and Amount of Grants

Through the Safe and Clean Neighborhood Fund, the City of Cincinnati will disburse up to \$50,000 each year until the funds are depleted. The maximum grant amount is \$10,000 per neighborhood project.

Each application is evaluated on its own merit by a joint citizen-administration committee, which then makes its decision. Important application criteria are outlined below.

Grant making Process

Keep Cincinnati Beautiful will convene a five-member Fund Advisory Committee to review grant applications and make recommendations for funding. Composition of the Fund Advisory Committee will be as follows:

- One representative from Keep Cincinnati Beautiful; this representative will also serve as the Fund Advisory Committee's convener;
- One representative from Community Development and Planning;
- One representative from the Police Department;

- One representative from the City Manager’s office (ex officio member)
- Two members from the private sector (representing a broad cross-section of the community) selected by Keep Cincinnati Beautiful

Nominees will serve on the Fund Advisory Committee for a year. In the case of resignation or removal of a representative, Keep Cincinnati Beautiful will replace the representative in time to participate in the upcoming quarterly round of application review and recommendation.

To Apply

You are required to attend a Neighborhood Fund Grant Training Workshop or meet with Keep Cincinnati Beautiful prior to your grant submission.

Applications must be received by 5:00 p.m. on or before the appropriate due date. The application must be submitted to Keep Cincinnati Beautiful, 801 Plum Street, Room 16, Cincinnati, Ohio 45202. Applications received after the deadline will not be considered for that quarter.

Eligibility and Criteria

Grant applications will be accepted from a wide variety of community groups and organizations including neighborhood Community Councils, Neighborhood Business District organizations, Citizen on Patrol organizations, Community Problem-Oriented Policing (CPOP) teams and other recognized community organizations such as neighborhood improvement groups, block watch groups, etc. Broad participation will be encouraged. Collaboration between and among various neighborhood groups and organizations is encouraged.

Projects must demonstrate measurable outcomes (changes in the conditions of safety, cleanliness and livability) as a result of having completed the funded program response. Grant applications must provide information according to four key selection criteria:

- Severity of the Problem or Condition;
- Leverage of Resources (financial, volunteers, etc.);
- Effectiveness of the Proposed Response (including measurable outcomes), and
- Partnership/Collaboration.

Strengths in the above four criteria will enhance the competitiveness of any proposal. Other guidelines include:

- Projects/programs must demonstrate a focus on “safe” and “clean” which together promote neighborhood livability.
- All projects/programs receiving grants will be implemented within the City of Cincinnati limits.

- Projects/programs requesting funds must show evidence of matching funds from the community. This can take the form of volunteer labor, donated materials or professional services
- All projects/programs must be initiated in the program year, and demonstrate measurable impact within one year from receipt of funds.
- Grantees must comply with the reporting guidelines imposed by the Fund Advisory Committee.

Quarterly Application and Disbursement

On a quarterly basis, the Fund Advisory Committee will review applications from citizen and community groups and make decisions for disbursement.

Provided are key application and disbursement dates for 2007/2008:

<i>ACTIVITY</i>	<i>4th Quarter 2007</i>	<i>1st Quarter 2008</i>	<i>2nd Quarter 2008</i>	<i>3rd Quarter 2008</i>
Application Deadline	November 9	February 8	May 2	August 1
Fund Advisory Committee review and recommendations	November 30	February 29	May 23	August 22
Grants funded	Within 30 days	Within 30 days	Within 30 days	Within 30 days
Outcomes reports from grantees	Half-way through project & Final report due at project completion	Half-way through project & Final report due at project completion	Half-way through project & Final report due at project completion	Half-way through project & Final report due at project completion

Grant dollars will be dispersed on a reimbursement basis from submitted invoices. Invoices may only be submitted for materials/services within the approved grant.

A final report is due at the end of the project. Failure to submit a final report will result in ineligibility to receive future Safe and Clean Neighborhood funds.

**City of Cincinnati Safe and Clean Neighborhood Fund
GRANT APPLICATION**

(05/07)

<i>Applicant Organization or Group</i> NAME:	<i>Legal Entity (If different than applicant)</i>
ADDRESS:	
CITY/STATE/ZIP:	
PRIMARY CONTACT PERSON:	
PRIMARY CONTACT DAY/WORK PHONE: EVE/HOME PHONE:	
PRIMARY CONTACT E-MAIL (WORK): (HOME):	
AMOUNT OF THIS GRANT REQUEST: \$	
AMOUNT OF NEIGHBORHOOD MATCH: DONATED GOODS/SERVICES/TIME: CASH:	
TOTAL BUDGET FOR THIS PROJECT:	
COMMUNITY (IES) SERVED BY THIS PROGRAM/PROJECT:	
SIGNATURE (S)/ DATE:	

1.	<p>Describe the overall project/program to be funded under this grant, using the SARA Model. (See Appendix for full description of the SARA Model.)</p> <p>a. SCANNING (Identify problem(s) such as blight, infrastructure, safety, or other using knowledge, police data, maps, citizen testimony about a problem that needs to be alleviated or eliminated to make the neighborhood safer and cleaner and more livable.)</p> <p>b. ANALYSIS (Use observations and information technology to uncover problem characteristics and underlying causes; use the “why” to help shape the response or “what to do.”)</p> <p>c. RESPONSE (Describe the specific solution(s) to help alleviate or eliminate the problem identified in your community. Show how this is designed to target the focal problem.)</p> <p>d. ASSESSMENT (Indicate the measurable outcomes this project/program solution will target, and the process for measuring the results.)</p>
2.	<p>Timetable for the project/program. Please include specific steps/activities, responsible person/group for carrying out the activity and anticipated date the step will be completed.</p>
3.	<p>Please describe neighborhood involvement in the project, for both the planning and implementation phases.</p>
4.	<p>Please indicate the City departments and other governmental agencies (if any) with whom you have worked to analyze the problem and identify the proposed solution. (Feel free to include support data from those agencies.)</p>
5.	<p>What are the measurable short-term and long-term outcomes of this project/program?</p>
6.	<p>Please list other funders this proposal has been or will be submitted. For each, indicate the amount requested, the status of the request (submitted, pending, funded, declined). If funded, specify amount.</p>
7.	<p>Please attach a project/program budget using forms provided. Utilize whichever categories are appropriate.</p>
8.	<p>Neighborhood Match: Please indicate individuals, businesses or organizations that have committed to donate time, materials or service in support of the project. Also include details of donation description and value.</p>

APPENDIX

Statement of Need: SARA Model

The SARA Model—Scanning Analysis, Response, and Assessment—has been used for some time in problem-oriented policing (POP) as a methodical process for problem solving. It is an integral part of the community policing underway in the City of Cincinnati and a requirement for Safe and Clean Neighborhood Fund grants.

The four stages of SARA are:

1. **Scanning:** spotting problems using knowledge, basic data and electronic maps.
 2. **Analysis:** using hunches and information technology to dig deeper into problems' characteristics and underlying causes.
 3. **Response:** devising a solution, working with and as a community, wherever possible.
 4. **Assessment:** looking back to see if the solution worked and what lessons can be learned.
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- The program/project statement of need must reflect the Scanning and Analysis phases of the SARA Model applied to the community issue the grant is being requested to help solve.
 - The statement of how the grant funds will be used must reflect the Response phase of the SARA Model applied to the issue the grant will be used to address.
 - The Assessment phase of the SARA Model must be included in the grant request, indicating what the measurable outcomes (results) are, and how they will improve safety, cleanliness and overall livability of the target area against baseline measures prior to the project/program being implemented.

BUDGET SHEET # 1

Expenses (describe items)	Safe & Clean Neighborhood Fund Request	Neighborhood Match:Volunteer	Neighborhood Match: In-kind	Neighborhood Match: Cash	Total Budget	Other sources not counted as Neighborhood Match
Supplies & Materials:						
Subtotal Supplies & Materials:						
Personnel:						
Subtotal Personnel:						

BUDGET SHEET # 2

Expenses (describe items)	Safe & Clean Neighborhood Fund Request	Neighborhood Match: Volunteer	Neighborhood Match: In-kind	Neighborhood Match: Cash	Total Budget	Other sources not counted as Neighborhood Match
Services:						
Subtotal for Services:						
Capital:						
Subtotal for Capital:						
BUDGET GRAND TOTALS:						

Match Pledge Form For: _____
(Name of Project)

The individuals, businesses or organizations listed below commit to donate time, materials or services as described below for the above project

Name (Please Print)	Signature	Item or Number of Hours Pledged	Value	Kinds of Activities